

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, FEBRUARY 21, 2011

I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. PRAYER

IV. APPROVAL OF THE FEBRUARY 7, 2011 REGULAR BOARD MEETING MINUTES, THE FEBRUARY 7, 2011 SPECIAL MEETING MINUTES, THE FEBRUARY 7, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE FEBRUARY 7, 2011 BUILDING AND PROPERTY MINUTES

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report - Joey Brown and Sara Weingarten

VI. TREASURER'S REPORT (Balances as of January 31, 2011)

General Fund	14,453,603.56
Student Activity/Miscellaneous Fund	166,097.63
Cafeteria Fund	178,373.60
Capital Projects	1,221,729.70

VII. PAYMENT OF BILLS

General Fund	378,537.08
Cafeteria Fund	106,616.12
Student Activity/Miscellaneous Fund	12,000.32
Newville Project	17,146.74

Total	514,300.26
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VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Carolyn McConnell** has submitted her letter of resignation as a Learning Support Aide at Plainfield Elementary School, effective immediately.

A copy of Ms. McConnell's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. McConnell's resignation as a Learning Support Aide, effective immediately.

(ACTION ITEM)

- 2) **Mrs. Susan Lyons**, Gifted Teacher at the Middle School, is requesting one day leave without pay for Friday, February 25, 2011.

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave."

A copy of Mrs. Lyons' letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Lyons' request for one day leave without pay as presented.

A. PERSONNEL CONCERNS (. . . continued)**3) Approval of Extended Child-Rearing Leave for Bethany Pagze (ACTION ITEM)**

Mrs. Bethany Pagze, High School English Teacher, has requested extended leave of absence under the Family & Medical Leave Act through March 14, 2011. According to Section 3.08 of the contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

A copy of Mrs. Pagze's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Bethany Pagze's request for extended leave under the Family & Medical Leave Act and a child-rearing leave of absence through March 14, 2011 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 4) **Mr. Robert Hanks**, is currently on medical leave of absence and is utilizing his sick and personal days through mid May, 2011. Mr. Hanks will require nine and one half days of leave without pay to accommodate the remainder of his medical leave of absence.

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave."

The administration recommends that the Board of School Directors approve Mr. Hanks' request for nine and one half days of leave without pay as presented.

(ACTION ITEM)

- 5) **Mrs. Tammy Garman**, Emotional Support Aide at Oak Flat Elementary School is requesting five days leave without pay.

A copy of Mrs. Garman's letter is included in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Garman's request for five days leave without pay as presented.

A. PERSONNEL CONCERNS (. . . continued)**6) Additional Per Diem Substitute Guest Teachers****(ACTION ITEM)**

In an attempt to provide a sufficient number of substitute teachers for the 2010-2011 school year, the Big Spring School District is working in cooperation with the Capital Area Intermediate Unit to sponsor the "Guest Teacher Program." The individuals whose names appear below have participated in an orientation program sponsored by the Capital Area Intermediate Unit and have been issued emergency certification by the Pennsylvania Department of Education.

**Sharon Brandt
Mary Rand
Ray Swartz**

The administration recommends that the Board of School Directors approve the additions of the above-named guest teachers to the 2010-2011 per diem substitute guest teacher list effective immediately.

XIII. NEW BUSINESS (. . . continued)**B) Credit Pay****(ACTION ITEM)**

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Jennifer Heishman \$1,170.00

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association and the Big Spring School District.

C) Oak Flat Elementary PTO Fundraiser**(ACTION ITEM)**

The Oak Flat Elementary School Parent Teacher Organization is requesting permission to conduct the additional fundraiser listed below during the 2010-2011 school term.

Gertrude Hawk Candy Sale

The administration recommends that the Board of School Directors approve the Oak Flat Elementary Parent Teacher Organization's request to conduct the fundraiser listed above during the 2010-2011 school term.

XIII. NEW BUSINESS (. . .continued)**D) Proposed Updated Job Description****(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job description listed. A copy of the job description has been included with the agenda.

Elementary Office Aide

The administration recommends that the Board of School Directors approve the job descriptions listed above as presented.

E) Revised Job Description for Accounting Controller**(ACTION ITEM)**

With the Departure of Ms. Heckendorn, the administration revised the job description to align with the needs of the District. As we conduct more analysis of our spending, and require more in-depth accounting and reporting, this will be a critical position. The position title is changed to Accounting Controller to reflect the additional expectations.

The administration recommends that the Board of School Directors approve the revised job description and revised position title as presented.

F) New Board Policy – Procurement Cards**(ACTION ITEM)**

The Board previously approved a procurement card for District use. The flexibility to respond quicker to critical purchases and use cheaper online sources are real benefits to the District. This policy sets the parameters for a limited expansion to selected administrators as listed. It includes those controls suggested by the Auditor General. The Board will still review these purchases as a separate “check” list provided at the second meeting of each month.

The administration recommends that the Board of School Directors approve the New Board Policy of the Procurement Cards as presented.

G) Federal Programs Consolidated Amendment Application**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent, has submitted the 2010-2011 Consolidated Federal Programs Amendments Application to the Pennsylvania Department of Education and it has been approved for Title I and Title II funding in the amount of \$576,144.00

Information is included with the agenda.

The administration recommends that the Board of School Directors approve the Federal Programs Consolidated Amendment Application as presented.

XIII. NEW BUSINESS (. . .continued)**H) Mount Rock Elementary Kitchen Renovation****(ACTION ITEM)**

The pending elementary reconfiguration for the 2011-2012 school year will result in an increase in the student enrollment at Mt. Rock Elementary School. In order to provide for breakfast and lunch needs of these students the current kitchen and serving area will require to be redesigned. The administration is requesting Board's support to begin the process of the redesign and obtain final cost and timelines to support the completion date of mid-August. The Board will have a future agenda item that details the final design and cost.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve the recommendation of the redesign of Mt. Rock Elementary School kitchen due to the elementary reconfiguration and increased enrollment at Mt. Rock Elementary School to accommodate for the breakfast and lunch program.

I) Tenure Status**(INFORMATION ITEM)**

The following professional employee has completed the required years of service as temporary professional employee and has earned tenure based on her satisfactory performance.

Mrs. Judy Brenenman – Elementary School Nurse

Additional information regarding the professional employee has been prepared by Mrs. Linda Slusser, Mt. Rock Elementary School Principal and has been included with the agenda.

J) Updated Year-to-Date Summaries/Taxes and General Fund**(INFORMATION ITEM)**

The Business Office prepared updated year-to-date summaries for taxes and general fund that is included with the agenda.

XIV. FUTURE BOARD AGENDA ITEM

XV. COMMITTEE REPORTS

- A) District Improvement Committee – Mrs. Lopp**
- B) Athletic Committee – Mr. Swanson**
- C) Vocational-Technical School – Mr. Wolf/Mr. Piper**
- D) Buildings and Property Committee – Mr. Barrick**
- E) Finance Committee – Mr. Blasco**
- F) South Central Trust – Mr. Blasco**
- G) Capital Area Intermediate Unit – Mr. Wolf**
- H) Tax Collection Committee (TCC) – Mr. Wolf**

XVI. SUPERINTENDENT’S REPORT

XVII. BUSINESS FROM THE FLOOR

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XIX. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, March 7, 2011